



## **New Jersey Department of Children and Families Policy Manual**

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	124	Manual Of Standards For Children'S Shelter Facilities And Homes	9/12/2008
Subchapter:	3	Staff Requirements	
Section	10	<b>Background check procedures for New Jersey facilities and homes (N.J.A.C. 10:124-3.10)</b>	

### **§10:124-3.10. Background check procedures for New Jersey facilities and homes**

(a) Prior to the opening of a new facility or home located in New Jersey, the facility or home shall ensure that a request for a Criminal History Record Information (CHRI) background check, as specified in N.J.A.C. 10:124-3.8, and a Child Abuse Record Information (CARI) background check, as specified in N.J.A.C. 10:124-3.9, is submitted for all persons identified in N.J.A.C. 10:124-3.8(a) and 3.9(a).

(b) Prior to the first renewal of a certificate on or after March 26, 2004 for an existing facility or home located in New Jersey, the facility or home shall ensure that a request for a CHRI background check, as specified in N.J.A.C. 10:124-3.8, is submitted for all persons identified in N.J.A.C. 10:124-3.8(a) and 3.9(a).

(c) Prior to each renewal of a certificate on or after March 26, 2004 for an existing facility or home located in New Jersey, the facility or home shall ensure that a request for a CARI background check, as specified in N.J.A.C. 10:124-3.9, is submitted for all persons identified in N.J.A.C. 10:124-3.8(a) and 3.9(a).

(d) Within two weeks after a new staff member begins employment at a facility or home or a new household member begins residing at a home located in New Jersey, the facility or home shall ensure that a request for a CHRI background check, as specified in N.J.A.C. 10:124-3.8, and a CARI background check, as specified in N.J.A.C. 10:124-3.9, is submitted for the new staff member or household member.

(e) An individual shall not be left alone as the only adult caring for a child at the facility or home until documentation from the Department showing compliance with a CHRI check and CARI check for the individual has been received by the facility or home.

